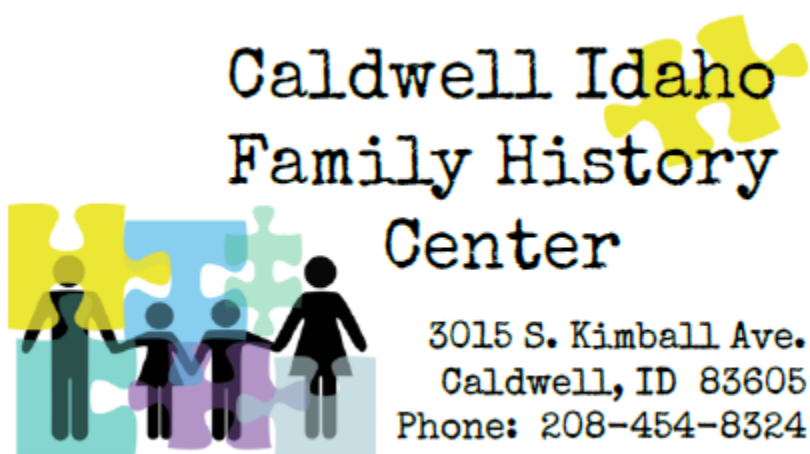


FAMILY TREE QUICK-START GUIDE

My User Name: _____

My Password: _____



Monday 10 a.m. - 2 p.m.
Tuesday & Wednesday
10 a.m. - 4 p.m. & 6 p.m. - 9 p.m.
Thursday 10 a.m. - 4 p.m.

[https://www.FAMILYSEARCH.ORG/WIKI/EN/
CALDWELL_IDAHO_FAMILY_HISTORY_CENTER](https://www.FAMILYSEARCH.ORG/WIKI/EN/CALDWELL_IDAHO_FAMILY_HISTORY_CENTER)

EXPLORING YOUR FAMILY TREE

With an appropriate user account name and password, you are ready to sign in at *FamilySearch.org* and explore your Family Tree. If you forget your user name or password, Family Search will help you find them. Follow the online prompts or call Family Search toll-free at 866-406-1830.

Once you are signed in, select the "Family Tree" tab to view your direct-line ancestors. You can view them in either a landscape, portrait, fan chart or descendant view by clicking on the tab in the upper left of the viewing screen. You can easily go from the family tree to an ancestor's personal page by clicking on their name in the tree and then selecting "Person" at the bottom of their summary card. The summary card will also show you whether ordinances are complete or not for that person (if all are in gray they are complete). Also, colored icons at the right of some names will give hints about the status of ordinance work or completeness of the vital data (click "Options" tab at the upper right corner of the active screen for explanation of the various icons).

If names or dates are missing or incorrect, refer to Family Search's "Getting Started" page (Click "Help" then "Getting Started" tab). If you are a fairly new user of FamilySearch you may want to use the "QuickStart" option (Click on "Family Tree" tab, then "Person"). From YOUR personal "Details" page, scroll down and find "Tools" on the right side of the page, then select "Quick Start." The Quick Start option allows you to enter or correct data for each ancestor in an easy understandable format.

You can often find and add deceased ancestors directly from Family Search. You should first have the ancestor's full name, birth date and spouse's name to help you find the right person in the FamilySearch database. Linking to deceased people on file will often link their family tree to yours.

If your ancestors aren't in FamilySearch's database, you can use Ancestry.com or one of the other online partner programs (free of charge at the Caldwell Family History Center) to look for them. If you are a member of the Church of Jesus Christ of Latter-day Saints, you can join these partner sites free and use them on your personal home computer.

Record your family history information on pedigree charts, family group records, or on your personal computer, using a genealogical program, then add or update that information to your Family Tree on *FamilySearch.org*.

Three free software programs are available online: Ancestral Quest (www.ancquest.com), Legacy Family Tree (www.legacyfamilytree.com) or Roots Magic (www.rootsmagic.com). All three programs work with Family Search and are installed on computers at the Caldwell Family Search center. **Be sure to back up family history files stored on your PC to a personal flash drive as often as you update them.**


Digital photos JPEG files, Audio Files, documents and text files can be added to your Family Tree. Go to *FamilySearch.org* Help tap then "Help Center" for step-by-step instructions.

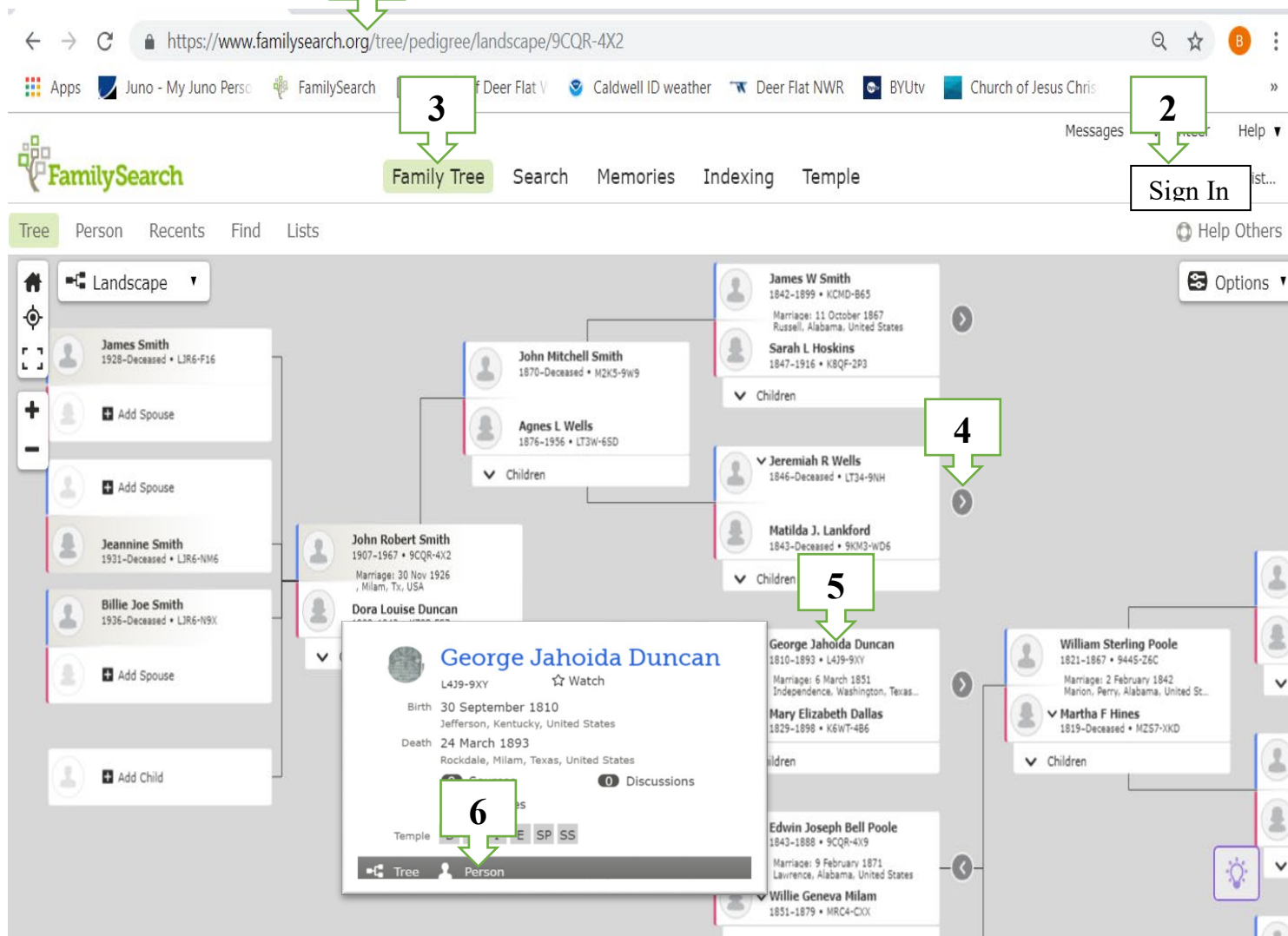
Temple and Family Search consultants have been called and trained by your ward to help you get started or answer FamilySearch questions. Click on Help > Getting Started tabs to see who your ward consultants are (right column).

QUICK START OVERVIEW

This Quick Start Guide provides a brief overview of the basic functions of FamilySearch Family Tree. For more detailed step-by-step instructions, consult a Family History Center staff member.

Access and Navigate the Family Tree

1. Go to FamilySearch.org
2. Sign in.
3. Click the Family Tree tab, then "Tree."
4. Click  to expand a branch of the tree. Click in the gray area & hold, and then drag the tree in the direction you want.
5. Click a person's name to view his or her summary card.
6. Click "Person" to view his or her details page.



The screenshot shows the FamilySearch.org website interface. The browser address bar displays the URL: <https://www.familysearch.org/tree/pedigree/landscape/9CQR-4X2>. The navigation bar includes the FamilySearch logo and tabs for Family Tree, Search, Memories, Indexing, and Temple. A 'Sign In' button is visible in the top right corner. The main content area displays a family tree diagram. A callout box for 'George Jahoida Duncan' is open, showing his birth and death dates, location, and a 'Person' tab. Numbered callouts indicate the following steps: 1. The FamilySearch logo; 2. The 'Sign In' button; 3. The 'Family Tree' tab; 4. A gray area in the tree diagram; 5. A person's name in the tree; 6. The 'Person' tab in the summary card.

Add a Person

1. Click Add Spouse in the appropriate box in the tree.
2. Fill in the Add Spouse form, and click “Next.”
3. Person found? Click “Select.”
4. Person not found? Click “Refine Search” or “Create Person.”

The screenshot shows the FamilySearch website interface. The browser address bar displays the URL: <https://www.familysearch.org/tree/pedigree/landscape/9CQR-4X2>. The top navigation bar includes links for Messages, Volunteer, and Help. The main navigation bar features Family Tree, Search, Memories, Indexing, and Temple. The left sidebar shows the Tree view with a list of family members: James Smith (1928-Deceased), Jeannine Smith (1931-Deceased), and Billie Joe Smith (1936-Deceased). The main area displays a pedigree chart with a highlighted couple, James W. Smith (1842-1899) and Sarah L. Hoskins (1847-1916). An 'Add Spouse' form is overlaid on the chart, with callout 1 pointing to the 'Add Spouse' button in the sidebar. The form includes fields for Title, First Names, Last Names, and Suffix, and a 'By Name' search option. Callout 2 points to the 'Next' button at the bottom of the form. Callout 3 points to the 'Add Spouse' button in the form. Callout 4 points to the 'Create Person' button. Callout 5 points to the 'Add Child' button in the 'Children' list below the couple's names.

5. To add child, click on “Children” below the couple names and then click “Add Child.”

Add and Correct Information

1. On a person's details page, go to the appropriate section.
2. If necessary, click on the black arrow to expand the section.
3. To edit information, click "Edit." To add information, click "Add."
4. Type in the correct information.
5. Enter a reason why you feel your edited information is correct.
6. Click "Save." (not shown)

The screenshot shows a family tree profile page. The 'Life Sketch' section is expanded, showing a '+ Add' button. Below it is the 'Vitals' section. The 'Other Information' section is expanded, showing a '+ Add Information' button. Below this are three fields: 'Alternate Name' with an 'Edit' link, 'Birth Name' with the value 'James P Smith' and an 'Edit' link, and 'Alternate Name' with the value 'John Pate Smith' and an 'Edit' link. Below these is a 'Residence' field with the value '1880' and an 'Edit' link. A green box with the number '1' points to the 'Vitals' section. A green box with the number '2' points to the 'Other Information' section. A green box with the number '3' points to the 'Edit' link for 'Birth Name'. A green box with the number '4' points to the 'Edit' link for 'Alternate Name'. A green box with the number '5' points to the 'Reason This Information Is Correct:' text area, which contains the text 'James P. Smith in the 1880 United States Federal Census'. At the bottom, it says 'Last Changed: May 6, 2017 by markwilliammander1'.

▼ Life Sketch

+ Add

▶ Vitals

▼ Other Information

+ Add Information

Alternate Name • Edit

Birth Name
James P Smith

Alternate Name • Edit

Also Known As
John Pate Smith

Residence • Edit
1880

Reason This Information Is Correct:

James P. Smith in the 1880 United States Federal Census

Last Changed: May 6, 2017 by markwilliammander1

Create and Attach New Sources

1. Go to the Sources tab at the top of a person's details page.
2. Click "Add Source."
3. Fill in the information fields, including why you are attaching the source.
4. Click in the box opposite "Add source to my Source Box."
5. Then click on "Save."

The screenshot shows the 'Sources' tab of a person's details page. The person's name is James P Smith, born 12 February 1874 in Milam, Texas, United States. The 'Sources' tab is active, showing a list of sources. A green box labeled '1' points to the 'Sources' tab. A green box labeled '2' points to the 'Add Source' button. A green box labeled '3' points to the 'Describe the Record (Notes)' field. A green box labeled '4' points to the 'Add Source to My Source Box' checkbox. A green box labeled '5' points to the 'Save' button.

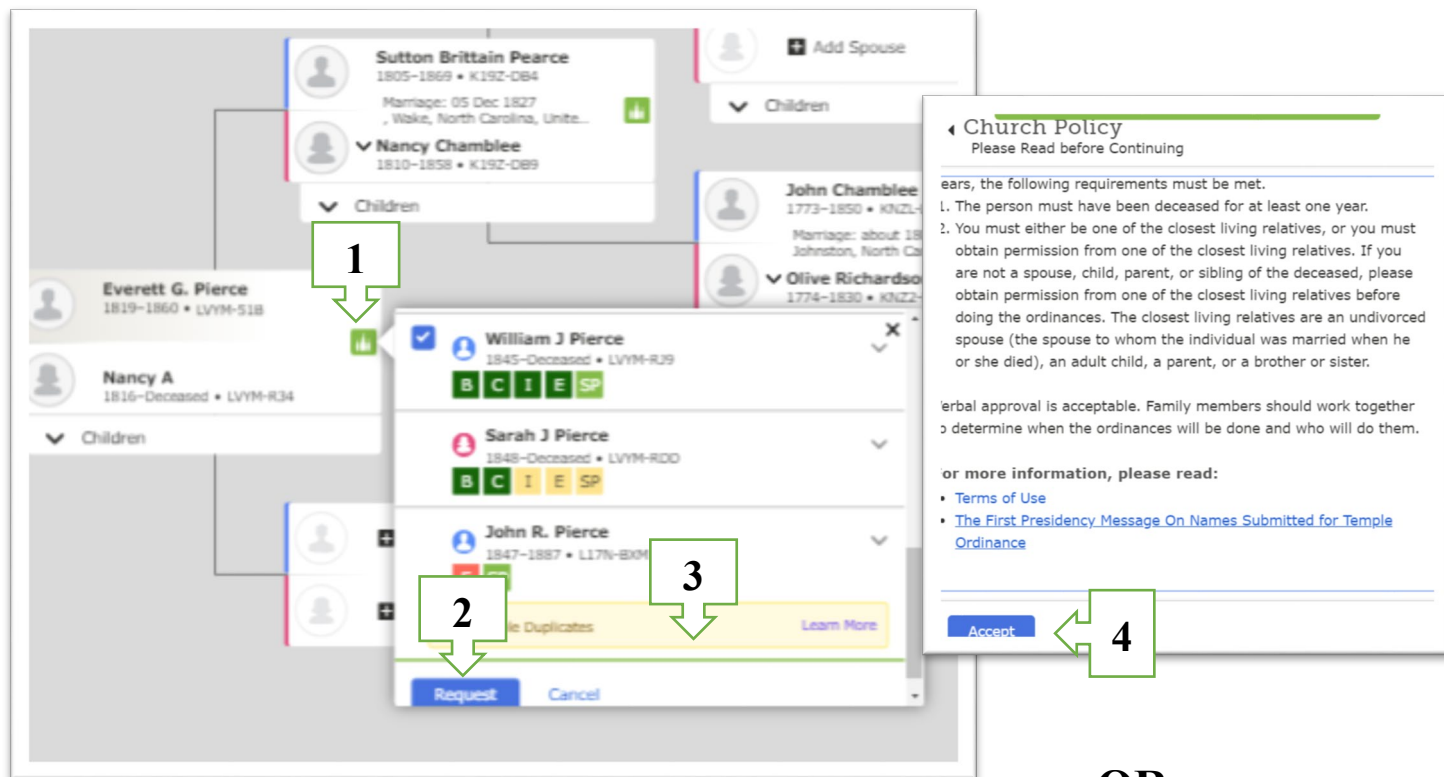
Attach Existing Sources From Source Box

1. Go to Sources tab at the top of a person's details page.
2. Click "Attach from Source Box."
3. Choose the appropriate source link, and click "Attach."
4. Provide a reason, & click "Attach."

The screenshot shows the 'Attach from Source Box' process. The 'Sources' tab is active, and the 'Attach from Source Box' button is clicked. A modal window titled 'My Source Box' is displayed, showing a list of sources. A green box labeled '1' points to the 'Sources' tab. A green box labeled '2' points to the 'Attach from Source Box' button. A green box labeled '3' points to the 'Attach' button in the modal. A green box labeled '4' points to the 'Attach' button in the modal.

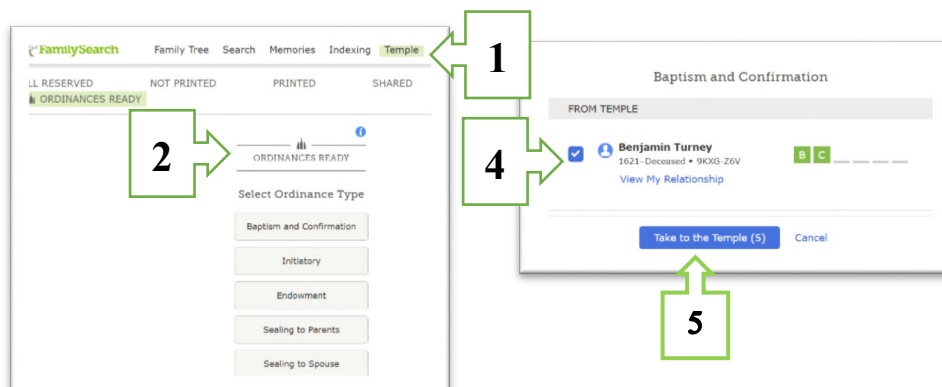
Prepare Names for Temple Ordinances

1. Click a Green Temple icon opposite a name on the family tree, and unselect any unwanted names.
2. Click “Request.”
3. Select the applicable permission options or resolve duplicates notice.
4. Confirm Policy Compliance. Click “Accept.”



OR

1. Click on “Temple” Tab
2. Choose “Ordinances Ready” & select type of ordinances you want to perform. (wait)
3. Click “View People.” (not shown)
4. Unselect the ordinances you don’t want to include.
5. Click on “Take to Temple” and follow print prompts.



Printing Family Name Cards

1. Click "Temple" tab.
2. Choose the people you want to print ordinance cards for by clicking the box left of the name.
3. Click "Print" & then choose "Print Family Name Cards." Choose "Print an FOR" (Family Ordinance Request) if you want the temple to print your cards.
4. Choose which ordinances you want to perform, then click "Continue" and then follow printing prompts.

FamilySearch Family Tree Search Memories Indexing **Temple** Robert Cloyd Christ.

ALL RESERVED 44 NOT PRINTED 26 PRINTED 10 SHARED 6

ORDINANCES READY

Reservation Policy: Temple reservations, printed requests for ordinances, and printed family name cards are valid for 2 years from the date the reservations were reserved. [Click here to learn more.](#)

Filter: **Print** **Share** **Unreserve** **Help Others** **LEGEND**

(1) NAME **Print Family Name Cards** **Print an FOR** **ORDINANCES** **DATE RESERVED**

<input checked="" type="checkbox"/>	Johannes Jonasson Klar 1824-Deceased • KZDK-SQ2	Lena Magnusdotter Patron 1816-Deceased • L118-6D4	SS	Reserv....:10 October 2018
<input type="checkbox"/>	William Jarvis 1817-Deceased • K8P2-8RS	Johanna Mary Lucambes 1820-Deceased • L1T5-23N	SS	Res....:26 September 2018

Print Family Name Cards for the Temple
Select the ordinances you would like to print.

<input checked="" type="checkbox"/>	Ordinances	Name
<input checked="" type="checkbox"/>	SS Sealing to Spouse	Johannes Jonasson Klar KZDK-SQ2
<input checked="" type="checkbox"/>		Lena Magnusdotter Patron 1816-Deceased • L118-6D4

No Printer: For those who cannot print, a 16-digit family ordinance request number will appear in the generated PDF. Write that number down and take it to the temple.

4 **Continue** **Cancel**